

**Professional Development Staff  
Training Courses  
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\* These courses have a pre-determined audience where nominations are not requested. If you feel that you should attend a particular pre-selected course, please notify your supervisor and area Training Coordinator, listed on the first page of the catalog.

## **NOMINATION/APPLICATION PROCEDURES**

Each field nominee must submit the enclosed nomination request through the Area Office to the Regional Office. Each headquarters nominee must submit the enclosed nomination request through the Associate Deputy Administrator's Office, National Animal Health Policy Programs (NAHPP). The Regional Office and/or the NAHPP, Associate Deputy Administrator's Office will then submit the prioritized nominations to the nomination address listed in the course description. First priority is given to those individual(s) who are in absolute need of the training. More than one person may be placed in priority one status.

The Professional Development Staff cannot accept nominations directly unless they come through the Regional Office or the NAHPP, Associate Deputy Administrator's Office. If you have not nominated a participant, or have vacant positions that are to be filled, and want to reserve a space in the course, you may write "to be determined," or, "TBD" on the nomination form. Director approval is required for the named nominations, as well as a commitment to fill or cancel reserved spaces.

All training-related correspondence (select, non-select, cancellation, etc.) will be sent directly to the participants by email with copies to the VSMT, Training Coordinators, and supervisors. Hard copies will no longer be issued. Requests for exceptions may be made to the PDS Training Coordinators.

## **COURSE DESCRIPTION**

Each course description gives the course title, dates, purpose, and in some cases, objectives, eligibility, location, source person, and nomination contact person.

The course dates do not include travel dates. Travel dates are normally the day before the start of the course and the afternoon and evening of, or the day after, the end of the course.

## **CANCELLATION AND SUBSTITUTION POLICY**

Based on each particular course, it is important that PDS be notified as soon as possible in the case of a substitution and/or withdrawal of a course participant(s). We will accept substitutions and cancellations up to 1 week before the start of the course. Any changes in the status of nominees or course logistics will be communicated immediately through the Training Coordinators.

<b><i>Veterinary Services Careers Program (VSCP)</i></b>																															
<b>Location</b>	Orientation, Part B will be held in Riverdale, MD. The other courses will be held at various locations throughout the United States (see below).																														
<b>Course Purpose</b>	<p>The Veterinary Services Careers Program (VSCP) is an intensive orientation program for new Veterinary Medical Officers (VMO) and Animal Health Technicians (AHT). A new program is now open to Administrative Support Assistants (ASA). This will expand the program into a multi-level training module, or tracks.</p> <p>The Program begins with a two-part orientation. The first of which, Part A, is a web-based training course and is a prerequisite to Part B, the classroom orientation,. In addition to the Orientation Parts A and B, there are core courses listed below:</p> <table> <tr> <th><b>Course</b></th><th><b>Location</b></th><th><b>Date</b></th><th><b>Track</b></th></tr> <tr> <td>1. Orientation, Part B</td><td>Riverdale, MD</td><td>Nov. 30 – Dec. 2, 2004 May 3 – 5, 2005 September 13 – 15, 2005</td><td>I &amp; II I &amp; II</td></tr> <tr> <td>2. Mentor Web Seminar/ Learning Contract</td><td>Online</td><td>December 7, 2004 May 12, 2005</td><td></td></tr> <tr> <td>3. Emerging Issues in Agriculture</td><td>Fort Collins, CO Fort Collins, CO</td><td>February 1 – 3, 2005 August 16 – 18, 2005</td><td>I &amp; II</td></tr> <tr> <td>4. Communication and Manage Up Modules</td><td>Raleigh, NC Fort Collins, CO</td><td>April 19 – 21, 2005 July 26 – 28, 2005</td><td>I</td></tr> <tr> <td>5. Basic Epidemiology (AHT) (VMO)</td><td>Raleigh, NC Fort Collins, CO</td><td>April 18 – 22, 2005 July 25 – 29, 2005</td><td>II</td></tr> <tr> <td>6. Distance Learning</td><td>Online</td><td></td><td></td></tr> </table> <p>For those hired through the VSCP, a learning contract, which includes electives and a rotational assignment, is also required.</p>			<b>Course</b>	<b>Location</b>	<b>Date</b>	<b>Track</b>	1. Orientation, Part B	Riverdale, MD	Nov. 30 – Dec. 2, 2004 May 3 – 5, 2005 September 13 – 15, 2005	I & II I & II	2. Mentor Web Seminar/ Learning Contract	Online	December 7, 2004 May 12, 2005		3. Emerging Issues in Agriculture	Fort Collins, CO Fort Collins, CO	February 1 – 3, 2005 August 16 – 18, 2005	I & II	4. Communication and Manage Up Modules	Raleigh, NC Fort Collins, CO	April 19 – 21, 2005 July 26 – 28, 2005	I	5. Basic Epidemiology (AHT) (VMO)	Raleigh, NC Fort Collins, CO	April 18 – 22, 2005 July 25 – 29, 2005	II	6. Distance Learning	Online		
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6. Distance Learning	Online																														
<b>Target Audience</b>	<p>Veterinary Medical Officers with no more than one year of experience and Animal Health Technicians with no more than three years of experience.</p> <p>Administrative Support Assistants who were employed by VS as of January 2004.</p>																														
<b>Cost</b>	For those accepted, costs will be paid by the Professional Development Staff.																														
<b>Contact</b>	Ms. Janet Marcella, VS/PDS, (301) 734-0007 or Dr. Jason Baldwin, VS/PDS, (970) 494-7225																														
<b>Nominations</b>	All nominations must be sent from the Area Offices to the Regional Offices. Selections will be prioritized by the Regional Office and submitted to the Professional Development Staff.																														

## ***Veterinary Services Careers Program (VSCP)***

### *Course Descriptions*

#### **1. Distance learning:**

- a. **Orientation, Part A: CD-ROM** - This CD-ROM is Part I of the VSCP Orientation. It contains material that is informative about the U. S. Government, the U. S. Department of Agriculture (USDA), the Animal and Plant Health Inspection Service (APHIS) and its organizational units and programs, including Veterinary Services (VS), the unit of APHIS which is most relevant to your work and learning needs. You should be familiar with the information contained in the CD-ROM before attending Orientation, Part B.
- b. **Program Diseases: On-line** - This course provides an overview of the major VS disease eradication and control programs, such as those for TB, brucellosis, pseudorabies, scrapie, and Johne's disease. Equine and poultry disease initiatives will also be addressed. Discussions about the various regulated industries, including their roles and perspectives, may be included.
- c. **Foreign Animal Disease Awareness: On-line** - This course addresses major foreign animal disease threats to the U.S., including their history and etiology; effects on animal and human health; economical and political influences and impact; current status; preventive programs; and the critical role of APHIS, the States, Industry, and Public Health Officials.

#### **2. Core training for VMOs and AHTs:**

- a. **Orientation, Part B:** In this session participants will apply the information gained through the CD-ROM instruction in a series of interactive activities surrounding the VS strategic goals. Participants will also meet and engage in discussion with those in key positions, using the knowledge of APHIS, VS, and its mission, strategic goals, and objectives, which participants have gained through their study of the CD-ROM.
- b. **Emerging Issues:** This course addresses new or emerging diseases, such as West Nile Virus; wildlife disease transmission; APHIS services to new animal industries, such as aquaculture, farmed elk, or bison; dealing with the threat of deliberate disease introduction; and future trends. Participants will also be introduced to the Western Regional Office, which is one of the two APHIS regional "hubs", and meet staff members.
- c. **Basic Epidemiology:** This course uses a problem-based approach to teach the fundamentals of epidemiology. During this period, participants will also be introduced to the Centers for Epidemiology and Animal Health (CEAH).

#### **3. Core classroom training for ASAs:**

- a. **Communication and Manage up Modules:** This course is designed to develop the Administrative Support Assistant (ASA) to meet increasing customer demands and enhance career marketability. The participant will develop technical, interpersonal, and communication skills needed to improve self-confidence and help create team building opportunities.
- b. **Introduction to Administrative Procedures:** This course introduces administrative processes and procedures, such as accounting, payments, accounts receivable, travel, personal property and motor vehicles, employee and tort claims, realty, worker's compensation, procurement, security clearances, leave and compensation, and staffing.

<b>ASA Advantage Net Conference</b> <div> <i>December 16, 2004</i>  <i>February 17, 2005</i>  <i>April 14, 2005</i>  <i>June 16, 2005</i>  <i>August 11, 2005</i> </div>	
<b>Location</b>	On-line
<b>Course Purpose</b>	The Veterinary Services Careers Program (VSCP) is proud to announce a new series called ASA Advantage. This is a series of one hour net conferences which reviews the following processes and procedures; Accounting, Payments, Accounts Receivable, Travel, Personal Property and Motor Vehicles, Employee and Tort Claims, Realty, Workers Compensation, Procurement, Security Clearances, Staffing, and Leave and Compensation.
<b>Target Audience</b>	Administrative Support Assistants and other support staff personnel.
<b>Cost</b>	N/A
<b>Contact</b>	Ms. Janet Marcella, VS/PDS, (301) 734-0007
<b>Nominations</b>	N/A

<b><i>Foreign Animal Disease Diagnosticians' Course</i></b> <div> <b><i>February 21 – March 4, 2005</i></b>  <b><i>April 18 – 29, 2005</i></b>  <b><i>June 6 – 17, 2005</i></b> </div>	
<b>Location</b>	Foreign Animal Disease Diagnostician Laboratory, Plum Island, NY
<b>Course Purpose</b>	This intensive two week course will train foreign animal disease diagnosticians in investigating a potential foreign or emerging animal disease. Global impacts and trade considerations will also be addressed.
<b>Target Audience</b>	APHIS field VMOs, state, and military veterinarians
<b>Cost</b>	Travel costs only
<b>Contact</b>	Mr. John Coakley, VS/PDS, (631) 323-3344
<b>Nominations</b>	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/Emergency Programs Staff and the Emergency Management Leadership Team. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.
<b>Nomination Deadline</b>	<div> To the Regional Office: <div> November 26, 2004 (February Course)  January 25, 2005 (April Course)  March 23, 2005 (June Course) </div> </div> <div> To VS/PDS: <div> December 15, 2004 (February Course)  February 15, 2005 (April Course)  April 15, 2005 (June Course) </div> </div>

<b><i>Johne's Disease Coordinators Training</i></b>		<b><i>April 19 – 20, 2005</i></b> <b><i>May 17 – 19, 2005</i></b>
<b>Location</b>	April session – TBD May session – TBD	
<b>Course Purpose</b>	The training provides Veterinary Medical Officers with the information and tools needed to collaborate with the industry in designing Johne's control programs. Emphasis is placed on the practical application of risk assessments in developing a Johne's Disease herd management plan. Participants have the opportunity to practice skills in real or simulated (video-taped) farm visits. Topics of discussion include Johne's Disease pathogenesis and epidemiology; available diagnostic test/procedures and interpretation of results; regulatory issues; voluntary programs; and public health concerns.	
<b>Target Audience</b>	Federal and State VMOs who are, or will be, involved in Johne's Disease program activities	
<b>Time Requirements</b>	<ul style="list-style-type: none"> <li>◆ 4 – 6 hours of online pre-course, self-paced study</li> <li>◆ 2 days of onsite training that includes: <ul style="list-style-type: none"> <li>● 2 four-hour periods of instruction and group discussions</li> <li>● 2 four-hour periods of farm visits and group presentations</li> </ul> </li> </ul>	
<b>Cost</b>	Travel costs only	
<b>Contact</b>	Mr. Raymond Francis, VS/PDS, (301) 734-0023	
<b>Nominations</b>	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.	
<b>Nomination Deadline</b>	<div style="display: flex; justify-content: space-between;"> <div>To the Regional Office:</div> <div>January 24, 2005 {April session} February 28 , 2005 {May session}</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>To VS/PDS:</div> <div>February 2, 2005 {April session} March 10, 2005 {May session}</div> </div>	

<i>Basic Brucellosis Epidemiology</i>		<i>April 26 – 28, 2005</i>	
Location	NVSL, Ames, Iowa		
Course Purpose	The purpose of this course is to train state or federal regulatory veterinarians in the principles of the brucellosis eradication program, including the organism, the disease, the epidemiology, the vaccines, etc.		
Target Audience	Federal and State VMOs who are, or will be, actively involved in the Bovine Brucellosis Eradication Program		
Time Requirements	3 days		
Cost	Travel costs only		
Contact	Dr. Jason Baldwin, VS/PDS, (970) 494-7225		
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.		
Nomination Deadline	To the Regional Office:	February 14, 2005	
	To VS/PDS:	February 24, 2005	



<i>FAD in Wildlife</i>		<i>May 17 – 19, 2005</i>	
<b>Location</b>	Athens, Georgia		
<b>Course Purpose</b>	To familiarize participants with foreign and emerging animal diseases in wildlife and their implications.		
<b>Target Audience</b>	Foreign Animal Disease Diagnosticians and Wildlife Biologists		
<b>Time Requirements</b>	3 days		
<b>Cost</b>	Travel costs only		
<b>Contact</b>	Mr. Michel Dixon, VS/PDS, (301) 734-4872		
<b>Nominations</b>	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/Emergency Programs Staff and the Emergency Leadership Team. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.		
<b>Nomination Deadline</b>	To the Regional Office:	February 21, 2005	
	To VS/PDS:	March 3, 2005	

<b>Laboratory Biosafety</b>		<b>May 24 – 26, 2005</b>
<b>Location</b>	TBD	
<b>Course Purpose</b>	This training will provide information on biosafety principles and proper facility procedures. Participants will have the opportunity to practice inspection procedures. Participants will also be equipped with the information and skills needed to effectively and consistently perform laboratory inspections for biosafety levels 2 and 3 certification.	
<b>Target Audience</b>	VMOs and others who are, or will be, performing these inspections	
<b>Cost</b>	Travel costs only	
<b>Contact</b>	Mr. Michel Dixon, VS/PDS, (301) 734-4872	
<b>Nominations</b>	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NCIE.	
<b>Nomination Deadline</b>	<div> <div>To the Regional Office:</div> <div>February 28, 2005</div> </div> <div> <div>To VS/PDS:</div> <div>March 10, 2005</div> </div>	

<b><i>Animal Identification Coordinator's Workshop (Eastern &amp; Western Regions)</i></b>		<b><i>June 7 - 9, 2005</i></b>
<b>Location</b>	TBD	
<b>Course Purpose</b>	This workshop introduces new animal identification concepts and provides current information resources relevant to animal identification initiatives needed to support VS programs. The training addresses significant new issues, trends, and developments affecting VS programs and the implementation strategies designed to achieve program goals. The training serves as an open forum in which Animal Identification Coordinators can network to share successes and challenges.	
<b>Target Audience</b>	Animal Identification Coordinators (AICs)	
<b>Time Requirements</b>	3 days	
<b>Cost</b>	Travel costs only	
<b>Contact</b>	Mr. Raymond Francis, VS/PDS, (301) 734-0023	
<b>Nominations</b>	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.	
<b>Nomination Deadline</b>	<div> <div>To the Regional Office:</div> <div>March 14, 2005</div> </div> <div> <div>To VS/PDS:</div> <div>March 24, 2005</div> </div>	

<i>Basic Tuberculosis Epidemiology</i>		<i>July 12 - 14, 2005</i>
Location	NVSL, Ames, Iowa	
Course Purpose	Upon course completion, the participant will fulfill the requirements and responsibilities involved in the Federal-State Bovine Tuberculosis (TB) Eradication Program and the TB Eradication Program in Cervidae. The course provides information on TB pathology, immunology, testing, epidemiology, and surveillance. Current Program status and strategic goals, as well as issues such as TB in wildlife will also be addressed. The participant will gain skills in TB testing (comparative cervical tuberculin), interpretation of herd testing results, epidemiological investigations, and slaughter surveillance.	
Target Audience	Federal and State VMOs who are, or will be, actively involved in the Bovine TB Eradication Program.	
Time Requirements	3 days	
Cost	Travel costs only	
Contact	Mr. Michel Dixon, VS/PDS, (301) 734-4872	
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to VS/PDS, at (301) 734-4964. Selections will be made by VS/NAHPP.	
Nomination Deadline	To the Regional Office:	April 18, 2005
	To VS/PDS:	April 28, 2005

<i>10<sup>th</sup> Annual Emergency Preparedness Satellite Seminar</i>		<i>September 15, 2005</i>
<b>Location</b>	Emmittsburg, MD	
<b>Course Purpose</b>	This broadcasted seminar will provide USDA personnel with the latest information from the Emergency Programs organization of Veterinary Services.	
<b>Target Audience</b>	Foreign Animal Disease Diagnosticians, Emergency First Responders, and anyone with an interest in the subject matter	
<b>Cost</b>	N/A	
<b>Contact</b>	Mr. Edward Oliver, VS/PDS, (970) 494-7219	
<b>Nominations</b>	N/A	
<b>Nomination Deadline</b>	Check the APHIS/VS/PDS training web site, <a href="http://www.aphis.usda.gov/vs/training/">www.aphis.usda.gov/vs/training/</a> , to download a Local Coordinator's Guide, obtain satellite coordinates, and to receive other pertinent information.	

**Pre-Determined Participant Courses Offered by the Professional Development Staff (PDS)\***

<b>Training Course</b>	<b>Dates of Training</b>	<b>Location</b>
FAD Pathologists Course	November 1 – 5, 2004	Plum Island, NY
Live Bird Market Training (AHT)	December 6 – 10, 2004	Trenton, NJ
Ticks on Reptiles Training	December 6 – 10, 2004	Houston, TX
Live Bird Market Training (AHT)	January 13, 2005	TBD
Designated Tuberculosis Epidemiology	January 19 – 20, 2005	Ames, IA
Ag Emergency Responder Training (AgERT)	January 25 – 27, 2005	Anniston, AL
Ag Emergency Responder Training (AgERT)	February 15 – 17, 2005	Anniston, AL
Poultry FAD School	March 21 – 24, 2005	Ames, IA
Ag Emergency Responder Training (AgERT)	April 5 – 7, 2005	Anniston, AL
Live Bird Market Training (AHT)	April 14, 2005	TBD
Designated Transmissible Spongiform Encephalopathy (TSE) Epidemiology	April 26 – 28, 2005	Ames, IA
Smith-Kilborne Program	May 31 – June 7, 2005	Cornell Univ./Plum Island, NY
Ag Emergency Responder Training (AgERT)	June 21 – 23, 2005	Anniston, AL
FAD School	June 26 – July 1, 2005	Knoxville, TN
Live Bird Market Training (AHT)	July 14, 2005	TBD
Ag Emergency Responder Training (AgERT)	September 21 – 23, 2005	Anniston, AL

\* These courses have a pre-determined audience where nominations are not requested. If you feel that you should attend a particular pre-selected course, please notify your supervisor and area Training Coordinator, listed on the first page of the catalog.

**NOMINATION REQUEST**

**COURSE TITLE:**

**DATE OF THE COURSE:**

**PLEASE PRINT CLEARLY**

1. Participant's name, social security number, mailing address, phone and fax number, and e-mail address:

\_\_\_\_\_  
(Dr. Mr. or Ms.) Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Mailing address (street, city, state, and zip code)

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
E-mail address

2. Job Title: \_\_\_\_\_

3. Participants Official Duty Station: \_\_\_\_\_

4. Estimated costs (This information is needed for the preparation for the Quarterly Travel Plan):

No. of days for per diem: \_\_\_\_\_

POV (need # of miles round trip): \_\_\_\_\_

Miscellaneous expenses (round trip estimates): \_\_\_\_\_  
{shuttle, parking, taxi, etc.}

Common carrier fare: \_\_\_\_\_

Method of purchase for common carrier (GTR, GVTS, CC, etc.): \_\_\_\_\_

GOV (Check if this mode of transportation will be used): \_\_\_\_\_

Car Rental: \_\_\_\_\_

5. Method of Transportation: \_\_\_\_\_

6. Please check the following if it pertains to you. Are you a ☐ FADD, ☐ DBE, or ☐ DTBE

7. Supervisor's signature for approval: \_\_\_\_\_

Signature

Print Name

8. Director's approval: \_\_\_\_\_

**PLEASE FAX TO THE REGIONAL OFFICE. THE REGIONAL OFFICE WILL FAX TO THE NOMINATIONS CONTACT PERSON NOTED AT THE END OF EACH COURSE DESCRIPTION.**

To assure accurate completion of data for the APHIS Travel Plan, please indicate all aspects of your trip, such as combining personal travel with business, or driving rather than flying, etc.